

JOB DESCRIPTION

Position Title: Leading Hand – Fitter & Machining

Division: Workshop	Location: Main Office, Matautu-tai
Report to: Assistant General Manager Workshop	Contract: Permanent
Hours of Work: 9am – 5pm	Salary: \$38,396 - \$41,366 [L13]
Responsible for: - Trades Assistants	

Primary Objective

To lead and coordinate fitting, machining, fabrication and mechanical maintenance works within the Workshop Division to support Samoa Shipping Corporation’s vessel operations, workshop services, and infrastructure maintenance requirements. The role ensures all mechanical and machining works are completed safely, efficiently and in compliance with SSC operational and safety standards.

Part A: Key Responsibilities, Activities, Tasks & Key Performance Indicators (KPIs)

Key Areas of Responsibility	Key Activities and Tasks	Key Performance Indicators (KPIs)
Supervisory & Technical Operations	1.1 Lead fitting, machining, fabrication and mechanical repair works within the Workshop Division 1.2 Operate and oversee the safe use of workshop machinery, tools and equipment 1.3 Carry out fabrication, fitting, alignment, machining and repair of vessel and workshop components 1.4 Supervise and guide Trades Assistants and junior workshop staff 1.5 Interpret technical drawings, measurements and maintenance specifications 1.6 Ensure compliance with SSC safety procedures, workshop standards and maintenance schedules 1.7 Maintain cleanliness and organisation of workshop tools, machinery and work areas 1.8 Assist in troubleshooting mechanical faults and recommending repair solutions	<ul style="list-style-type: none"> • Timely completion of assigned workshop and maintenance tasks with minimal supervision • Zero tolerance for workplace accidents, near missis and unsafe work practices • High quality workmanship with minimal rework required • Effective supervision and productivity of workshop staff • Accurate completion of fitting and machining works according to specifications • 100% compliance with workplace health and safety requirements • Clean and properly maintained workshop environment • Timely identification and resolution of mechanical issues

Part B: Merits and Selection Criteria

Skills and Abilities	<ul style="list-style-type: none">i. Good knowledge of fitting, machining, fabrication and mechanical workshop operationsii. Ability to operate workshop machinery, tools and measuring equipment safely and effectivelyiii. Ability to read and interpret technical drawings, schematics and measurementsiv. Good supervisory, communication and problem-solving skillsv. Ability to work under pressure and meet operational deadlines
Personal Attributes	<ul style="list-style-type: none">i. Reliable and responsibleii. Safety conscious with strong attention to detailiii. Team player with leadership qualitiesiv. Willing to mentor and support junior staffv. Hardworking, punctual and committed to quality workmanship
Experience	<ul style="list-style-type: none">i. Minimum 3-5 years practical experience in fitting, machining, fabrication or engineering worksii. Experience in marine or heavy workshop environments is an advantageiii. Previous supervisory or leading hand experience desirableiv. Experience working with vessel maintenance and repair works is an advantage
Qualifications	<ul style="list-style-type: none">i. Trade Certificate Fitting & Machining, Mechanical Engineering or related trade fieldii. Relevant occupational health and safety certifications are an advantageiii. Valid driver's license desirable

Continued Professional Development

The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.